



Please return application to:

Kelly Steele
Assistant Administrator
City of Baxter
13190 Memorywood Drive
Baxter, MN 56425
218.454.5108 - Phone
218.454.5103 - Fax

CITIZEN ADVISORY COMMISSION APPLICATION

Thank you for your interest in serving your community. Please indicate on which of the following commissions you are interested in serving:

☐ Planning Commission ☐ Park Commission
☐ Public Utilities Commission ☐ Architectural Review Commission
☐ Long Range Planning Commission

Residents of Baxter are eligible to be considered for appointment to any of the citizen advisory commissions established by the city council. Please complete the following information and attach extra sheets, if necessary. You may also attach a resume if you wish. The selection process may vary by commission and according to the number of applicants and vacancies, and may include interviews with some candidates. For more information, please contact Kelly Steele (218.454.5108).

DATA PRACTICES ADVISORY

We are required to provide the following information to you. Under Minnesota law, some of the information requested below is public information, which must be provided to anyone who requests it. Some of it is classified as private information, which is not generally available to the public. However, all of the information may be used by the city council in determining whether you should be appointed to a commission. Therefore, the information may be provided to the city council in a public forum and reviewed in public, and therefore be part of the public record which will be available to anyone. Failure to provide the requested information may result in your not being considered for appointment. If you have concerns about providing any of the requested information, please contact Kelly Steele (218.454.5108).

PERSONAL INFORMATION

Name _____

Address _____ Zip Code _____

Phone (H) _____ (B) _____ (Mobile) _____

E-mail _____ How long have you been a Baxter resident? _____

ADDITIONAL INFORMATION

Employer: _____

Occupation: _____

Education: _____

Describe community service, civic, professional and leadership activities you have been involved in and positions you have held:

Why are you interested in being appointed to this advisory commission?

What do you think are important issues facing our community that you would like to see addressed and/or ideas you would like discussed by this commission?

Based on your background and interests, describe what value you could add to this commission.

Please include any additional information you would like the City Council to consider, or feel may be relevant to the appointment you are seeking.

POTENTIAL CONFLICTS

Are you or any of your family members presently employed by the City of Baxter or serving on any of the city's advisory commissions or city council?

Yes ___ No ___ If yes, explain: _____

Conflicts of interest may arise by the participation in any activity, recommended action, or decision from which you receive or could potentially receive direct or indirect personal financial gain. In accordance with this definition, do you have any legal or equitable interest in any business, however organized, which in the course of your participation in a city advisory commission could give rise to a conflict of interest?

Yes ___ No ___ If yes, please provide details on a separate sheet of paper.

Do you own any real property located in Baxter, other than your residence, in which you have a legal or equitable interest which, in the course of your participation in a city advisory board, could give rise to a conflict of interest?

Yes ___ No ___ If yes, please provide details on a separate sheet of paper.

As a board or commission member, what issue(s) might cause conflict between your civic responsibility and personal or professional interests? How would you manage these conflicts?

Thank you again for your interest in serving on an advisory commission for the City of Baxter.

Applicant's signature

Date